

**Advanced Legal Writing
Student Syllabus
Fall 2021
Tuesday & Thursday
6:00 pm – 7:30 pm**

Date & Topic		Class Preparation	Assignment(s) Due
Week One August 24 August 26	Introduction The Writing Process Assignment	Bring Laptop, Westlaw password, and Bluebook and Greenbook	
Week Two August 31 September 2	The Art of Writing and Rewriting. Editing	Garner – Tips 1-5 Tuesday Tips 6-10 Thursday	<u>Essay Due Tuesday</u> Thoughts on Legal Writing First Assignment handed out Thursday
Week Three September 7 September 9	Discussion of Assignment/ In class preparation and beginning research	Garner – Tips 11-15 Tuesday Tips 16-20 Thursday	
Week Four September 14 September 16	In class editing/writing Statutory interpretation	Garner – Tips 21-25 Tuesday Tips 26-30 Thursday	

Week Five September 21 September 23	Client interview and Client Letters	Garner – Tips 31-35 Tuesday Tips 36-40 Thursday	<u>Memo Due</u> <u>Tuesday</u> Second Assignment handed out Thursday
Week Six September 28 September 30	In class writing/editing – bring copies of your letter New assignment handed out	Garner – Tips 41-45 Tuesday Tips 46-50 Thursday	Letter Due Tuesday (not graded)
Week Seven October 5 October 7	Discussion of assignment; In class writing/editing	Garner – Tips 51-55 Tuesday Tips 56-60 Thursday	
Week Eight October 12 October 14	Research In class writing assignment	Garner – Tips 61-65 Tuesday Tips 66-70 Thursday	

Week Nine October 19 October 21	Brief requirements	Garner – Tips 71-75 Tuesday Tips 76-80 Thursday	<u>Second</u> <u>Assignment due</u> <u>Tuesday</u>
Week Ten October 26 October 28	Briefs/statement of facts In class writing	Garner – Tips 81-85 Tuesday Tips 86-90 Thursday	
Week Eleven November 2 November 4	Issues – spotting, writing, and persuading	Garner – Tips 91-95 Tuesday Tips 96-100 Thursday	Due Tuesday: Brief Issues
Week Twelve November 9 November 11	Persuasive writing		Due Tuesday: Detailed Outline of Brief
Week Thirteen November 16 November 19	Editing		
Week Fourteen November 23	Oral argument – alternate educational experience		
Week Fifteen November 30 December 2	Final Thoughts Class Discussion re: issues and case		<u>Final Brief Due</u> <u>December 2</u>

Advanced Legal Writing

Jani Maselli
Tuesday and
Thursday 6:00 – 7:30
Office Hours: By appointment
janijo@aol.com

Course Description: ALW is an upper level class intended to help students become more proficient, efficient, and effective at researching, analyzing legal issues, and composing and organizing written documents. It will build on concepts learned in first year Lawyering Skills and Strategies classes and will help students to refine and further develop problem solving, factual investigation and drafting skills. Assignments will include (1) writing a brief involving a complex legal issue; (2) drafting an opinion letters, attorney-client agreements and other reflective documents, and court documents, such as pleadings and motions; (3) communicating orally in motion hearings and client meetings.

Assignments:

There will be three graded writing assignments throughout the semester. The final brief will account for 50% of your grade. The other writing assignments will each account for 25% of your final grade.

Absences

You have six absences without penalty. On your seventh absence, I will lower your final grade by one grade level and refer you to Student Services. Since this class requires we work together as a “firm,” your presence and participation is necessary not just for yourself, but for your colleagues and clients.

Assignments Due

On the date an assignment is due, it is timely if emailed by 6:00 p.m. of the due date. It is not timely if emailed after 6:15 pm on the due date. The email address for the assignments will be given in class. This email address will go to a colleague who will print out and staple all the assignments. This will ensure anonymity for your work.

If the assignment is presented within 24 hours from its due date and time, a reduction of 20% of the points earned will be deducted. If the paper is presented within one week of the due date, there will be a 50% deduction in points. After one week, the paper will not be accepted and a grade of 0 for that assignment will be assigned.

Real and true emergencies will be taken into consideration.

IMPORTANT INFORMATION

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus.

http://www.uh.edu/caps/outreach/lets_talk.html

Chosen Names and Preferred Pronouns

I want to address each of you in a manner that corresponds to your identity. I will most often address students by their surnames (e.g., Ms. Smith, Mr. Perez). Recognizing that mistakes may unfortunately happen, chosen names and preferred pronouns—including non-binary ones such as they/them/their—will be respected in our classroom. Please feel free to reach out to me at any time if you want to make me aware of your chosen name or preferred pronoun or if you have concerns about how I or your classmates address you.

Required Textbook

The Winning Brief by Bryan Garner

Hardcover: 800 pages

Publisher: Oxford University Press; 3 edition (May 1, 2014)

Language: English

ISBN-10: 0199378355

ISBN-13: 978-0199378357

Participation

This is not a class where you can sit back and take notes, although there will be times when that is required. This will be interactive with your colleagues. We will research together and write separately or in small groups. We will present our findings to the class. We will edit our colleagues' papers. Collaborative work is the foundation for this class.

Goal

As future attorneys, rarely will your client ever present himself with his issue squarely insular and written as “Question Presented.” This class will challenge you with writing effectively for the client when the answer is not always easily discernible or available.

Please feel free to email me at: janijo@aol.com

I will provide my cell number on the first day of class.

Distance Learning

Whether this course will be distance education, or will have a physical room assigned, and if so the extent to which the instructor might use the room during the semester, is not determined at the time when registration initially opens for this course. You may see contrary indications in the UH systems where you actually register for the course. In other words, this course might be distance education with no use of a physical classroom. It might be the “HyFlex” mode in which some Law Center courses used a physical room during 2020-21. As we get closer to the start of the term/semester for this course, this course note will be updated as decisions are determined.

If this class is ultimately distance learning, or should we have some classes on Zoom, here are some guidelines:

- (i) you must be connected to the internet videoconference when class starts;
- (ii) your computer must have a working video camera and quality audio capability, joining by audio-only due to your lack of video capability may be treated as an absence (you may need an external mic or headset for sufficient audio quality);
- (iii) if your computer is a laptop, you must not be distracted by traveling or other activities when you join the internet videoconference;
- (iv) you may not join the class session internet videoconference from a phone;
- (v) you must listen closely and speak loud and clear, as hearing students speak in the classroom and classmates ability to hear the remote presence student may not be optimal;
- (vi) you must identify yourself with your class roll name in the internet videoconferencing software;
- (vii) you must present your face and upper body area professionally in the video stream, eating “on-camera” is not a professional presentation;
- (viii) you must be able to fulfill your responsibilities if called on to discuss a case or course materials; and
- (ix) you must manage the “mute button” when remote to keep a professional demeanor.